



TripPay Guide



Our Hotel Bill Back Management App

Does the hotel receptionist ask you to provide payment even though you have arranged a bill back? We know how frustrating this can be especially as Clarity TM can confirm that the hotel has received these instructions.

Our TripPay mobile phone App provides a solution to those bill back issues by giving the traveller 24/7 access to their hotel reservations with all payment and transaction history.

TripPay allows you to;

- View your hotel bookings
- The ability to re-send payment communication to the hotel
- View on the day of check-in the virtual card number generated for that reservation
- View the rear of the credit card for the CCV number

The Important Stuff

We know you are going to love this App so please let us know as we need to add your company's domain to our systems, e.g. @claritytm.co.uk

Then ask your travellers to download the App, it works with IOS, Android and very shortly Windows (mid November), please download from the relevant store.

For the App to work you must have a profile with us, we can pick this up through our branch or if self-booking via Go2 Book select 'Select Company User' or 'Add Me'.

Enter Passenger Names

Guest names for hotel rooms:

#	Adult	Title	Forename	Surname	Date of Birth
1	<input checked="" type="checkbox"/>	 Select Company User...	 Add Guest...	 Add Me...	

For the Traveller

1. Download TripPay from the App store, Goggle Play or Windows (available mid-November)

TripPay™ for iOS can be downloaded from the App Store at

<https://itunes.apple.com/us/app/trippay/id880102167?mt=8>

TripPay™ for Android can be downloaded from Google Play at

https://play.google.com/store/apps/details?id=com.conferma.trippay&hl=en_GB .

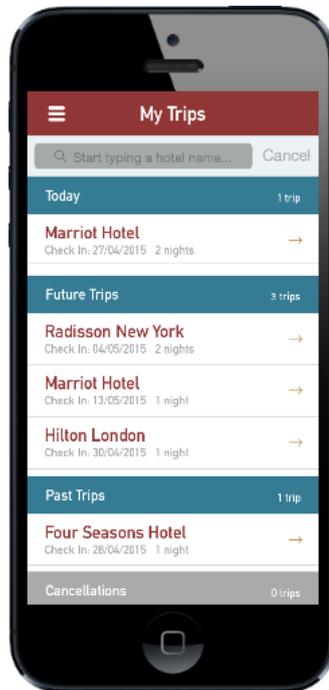
2. Once the TripPay™ app has been downloaded, users must complete the registration process in order to begin using the app. To register for the app, visit the URL <https://trippay.conferma.com> . Please note that the URL begins https as the TripPay™ registration page is a securely hosted website.
3. Complete the registration process



The image shows a screenshot of the TripPay account registration page. At the top, the word "TRIPPAY" is displayed in a large, blue, sans-serif font. Below it, the heading "ACCOUNT REGISTRATION" is centered in a smaller, blue, sans-serif font. The registration form consists of five input fields: an email address field containing "william.never@conferma.com", a first name field containing "William", a last name field containing "Never", and two password fields, each containing six asterisks. To the right of the form, there are two smartphone screens displaying the TripPay app interface. At the bottom center of the form, there is a red button with the word "REGISTER" in white, uppercase letters.

With TripPay you can

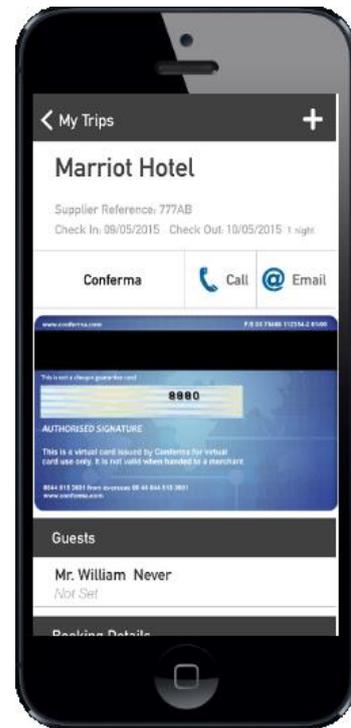
- Display an overview of all your hotel reservations
- Your trips are separated into, Today, Future Trips and Past Trips



- Selecting the trip in Today, returns details of the virtual card number for the booking that is currently active. The card is ONLY visible during this period.



- If the hotel requires the CVV in addition to the 16 digit number simply tap the virtual card to reveal the reverse of the card to reveal the reverse of the card



- Tilting the phone will enlarge the card making it more visible



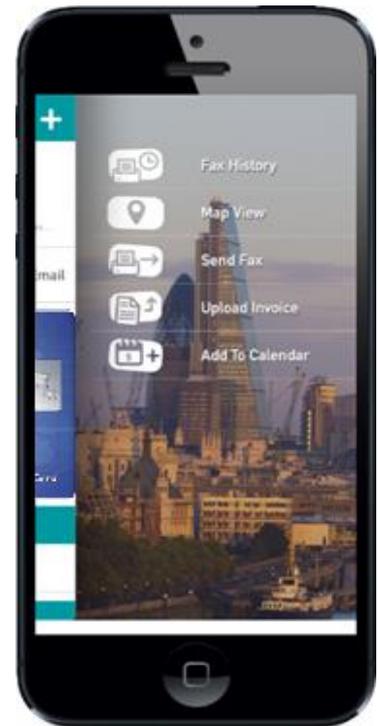
Fax History

TripPay users can also verify the fax history of a booking, including all records of the booking, amendments and cancellations.

TripPay will confirm both the date and time of transmission.

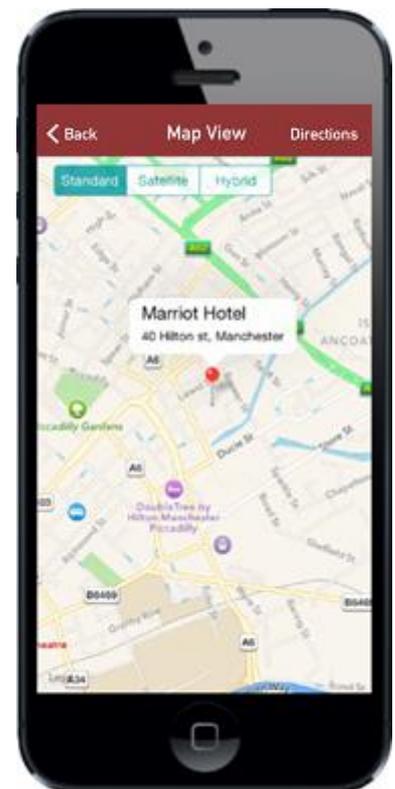


If the hotel has failed to receive the original payment fax TripPay presents users with the option to Send Fax. Please note you cannot amend the fax number.



Map View

Selecting the map view in the options menu allows users to view the location on the devices maps App. Select directions to receive directions from your current position.



For further information on TripPay please contact your account manager.